

Position Title: AmeriCorps Emerging Leaders Program (ELP) STEM Robotics Clubs Facilitator – NOVA (1 part-time position)

Reports to:
Youth Programs Coordinator

Status:
AmeriCorps Member

Full or Part-time:
Part-Time

Summary:

The mission of **Edu-Futuro** (Educación Para Nuestro Futuro) is to empower immigrant and underserved youth and families through mentorship, education, leadership development and parent engagement. Established in 1998, Edu-Futuro reaches 1,700 children, youth, and adults annually.

Edu-Futuro seeks a part-time **Emerging Leaders Program (ELP) STEM Robotics Club Facilitators** to lead the ELP STEM Robotics Program for students in grades 3-8, in Alexandria, Arlington, Falls Church, Springfield, and Fairfax. The ELP Robotics Club ensures under-resourced youth have access to quality STEM enrichment and develop interests in STEM professions. The clubs meet weekly, 1.5 hours/session, throughout the school year to work through the LEGO MINDSTORMS EV3 curriculum, which has been vetted by the Carnegie Mellon Robotics Academy and aligns with Common Core standards. At the end of the program, teams showcase their skills and knowledge in a friendly competition. They will also support the STEM Robotics Competition team as they participate in local/regional tournaments in the fall. Additionally, the person in this position will also mentor ELP II (College Preparation and Civic Engagement) students throughout the school year.

Edu-Futuro’s Emerging Leaders Program STEM Robotics Club Facilitators are passionate about serving our mission and is motivated to empower the children and youth we serve to learn about the different fields in STEM. The ELP STEM Robotics Club Facilitators work well under pressure, know how to balance competing priorities, is open to new learning experiences, is comfortable working with an array of people. Edu-Futuro’s ELP Program Facilitators will excel at program facilitation, team work, youth engagement and classroom management, while showing mastery in clerical duties. The work will be a variety of direct service, administrative, coordination, as well as logistical services in support of the operations of the programs and assisting with information management to the teams. Edu-Futuro’s Program Facilitators will have outstanding interpersonal skills along with above average organizational and time management skill sets. This is an overall position description; position functions listed below are not all-inclusive.

Primary duties:

- Plan and conduct weekday after-school Robotics Clubs activities according to the designated schedules
- Prepare, administer and report results of pre- and post-surveys to measure students’ progress

- Keep inventories, and maintain robotics laptops, curriculum software, and robot kits in working order conditions
- Train and support ELP STEM Robotics and other volunteers
- Maintain and report accurate participant and volunteer data (attendance, progress, completion), and keep track of program’s expenses for meals and supplies in real time
- Assist with the planning and execution of a robotics competition at the end of the program
- Serve one-on-one with ELP II high school seniors to coach them through the college, financial aid, and scholarship application process on a weekly basis, during the full academic year
- Assist with the organization of youth events, such as community service activities, field trips, college visits, and graduation ceremonies
- Engage established and new community partners in supporting ELP activities, including middle and high school administrators, as well as college admissions staff

Additional duties:

- Participate fully in all team responsibilities, including but not limited to:
 - enhancing & expanding programming, student services, resources, and capacity
 - promoting **Edu-Futuro** and AmeriCorps
 - planning community service and other events
 - participating in regular team activities, such as meetings, training, reporting, and evaluation activities.
- Foster relationships with school/site administrators, other Edu-Futuro Program Facilitators, and staff.
- Participate in weekly meetings and trainings essential to the execution of position functions. This includes non-direct service time.
- Ensure Edu-Futuro’s knowledge of and compliance with all site policies and procedures.
- Other duties as assigned.

Qualifications required:

- Minimum junior in college or college graduate
- Available part-time (900 hours; approx. 25 hours/week) from on or about December 1, 2020 to on or about August 14, 2021
- Must be able to serve 1-2 afternoons and evenings/week and occasional Saturdays during the delivery of the Emerging Leaders Programs
- STEM knowledge and skill development
- U.S. Citizen or permanent resident
- Passionate about teaching as well as serving the immigrant community
- Fluent written and spoken communication skills in English

Preferred Qualifications:

- Experience providing direct social or educational services to youth and families
- Excellent organization and team building skills
- Foreign language proficiency, especially Spanish
- Some experience working with immigrants
- Familiarity with the Northern Virginia region, particularly the City of Alexandria, Arlington, and Fairfax Counties

Benefits:

- Monthly stipend
- Local travel reimbursement for service-related activities
- Professional development and networking opportunities
- Segal AmeriCorps Education Award which can be used towards student loans and/or to help finance higher education pursuits upon successful completion of service
- Student loan forbearance or deferment
- Gain skills and valuable experience to prepare you for a career after-service
- Make an impact in under-served communities

How to Apply:

Send a cover letter and resume to Natalia Montelongo, Director of Programs, at careers@edu-futuro.org. Upon receipt, additional application materials will be sent to eligible applicants. Applications will be accepted until positions are filled.

Upon request, feedback regarding the application and interview process will be provided to candidates who are *not* selected.

Revised: 11/02/2020